

approved  
4-15-03

**Minutes of the  
Oglethorpe County Library Board of Trustees  
January 21, 2003  
4:00 pm**

**Call to Order:** Catherine Drewry

**Present:** Chair Catherine Drewry, Greg Jones, Betsy Cook, Howard Shapiro, Barbara Davenport, Barbara Cabaniss, Mary Ann Crawford, Roger NeeSmith, Wingate Downs, ARLS Director Kathryn Ames, ARLS liaison Judy Atwood.

**Excused Absence:** Jan Burroughs, Nancy Meyer

**Absent:** Sonja Thompson

**Approval of Minutes of Prior Meeting:** Minutes of October 15, 2002 read and approved after Catherine stated Judy Atwood's name was incorrectly listed as 'Mary' in the Director's Report. Minutes were then accepted and approved with the change.

**Public Input:** none

**Friends of the Library:** Report given by Greg. He stated that they did not have a meeting in December and had very little activity to report. Tuesdays in November were designated a workday at the October Board meeting. However, because of rain during that month, no one was able to work. Howard moved that we reinitiate the workday. Greg seconded. Motion carried. The FOL will send email/call Board members when a workday can be scheduled. Also, a sign will be posted on the door of the Library.

**Old Business**

**Part-Time Position:** This is a non-issue since Farley Grainger decided to stay at the Library.

**2004 Construction and Renovation Budget:** The Repair/Building Committee (Barbara D., Nancy, and Roger), gave a report regarding a project that could possibly be submitted for a 50-50 matching grant with a potential minimum cost of \$3,000. [Note: The projects cannot be clustered or grouped to total \$3,000. The priority listing for the grant applications is as follows: 1) life/safety, 2) major equipment replacement (such as HVAC), 3) ADA, and 4) cosmetic.] After discussing this with Jan, it was decided that a potential project would be to fix the leaks in the building. It seems that rain is coming through one of the half-moon shaped vents on the roof. However, it could also just be a loose shingle or a nail hole. The other leak, which is fairly new, but is doing extensive damage, is located to the left of the first set of double doors as you come into the Library. Kathryn Ames pointed out this could very well be a viable project, but funds have not been recommended for public library construction or for repairs and renovation in the 2003 or 2004 budget (see attached pink sheet). Judy will get with Jan and have her contact the Commissioners to ask them to take a look at the roof and make any repairs that they can.

**Budget 2002/2003 Discrepancies:** Wingate gave a report on his meeting with Judy Paul at the Commissioner's Office. Also, Catherine had an email that stated what the County wanted us to do. It seems that the Commissioners are funding the Library at a level that includes utilities and, at the same time, paying for our utilities. The total overpayment is \$8,144.04 (\$5800.02 in FY03 and \$2344.02 in FY02). The \$5800.02 will be reimbursed from the 2003 budget and the \$2344.02 will be paid from our Fund Equity (Reserve).

*Other budget/financial items included:* See green sheet for more details.

Laminate Machine - A laminate machine was purchased based on action from the October meeting. The total cost was \$1592.10 (\$1000.00 to be taken from the equipment line item budget and the remaining \$592.10 will be from the Fund Equity (Reserve).

**Nominating Committee Report:** Wingate gave a report from the Nominating Committee (Wingate, Greg, and Sonja). The committee nominated Catherine for Chair, Greg for Vice Chair and Financial Officer, and Sonja for Secretary. Since no nominations came from the floor, Howard made a motion that the committee nominations be accepted. Betsy seconded. The motion carried.

### New Business

**Branch Manager's Report:** Presented by Judy Atwood since Jan was out sick. The Oct - Dec circulation statistics, financial report, various "happenings" at the Library, and upcoming events were not presented Jan had not had a chance to prepare the reports due to her mother being in the hospital. Catherine stated that as soon as Jan was able to put these together, then Jan would mail these to all members.

A library patron, Mr. Roberts, has submitted a bid to paint the outside railing. The County has agreed to pay for the painting but would like Jan to get another bid.

A Branch Manager's meeting was held on December 17. Ms. Blake, an insurance carrier, made one of several presentations. Hers had to do with theft, fire, etc. Also, a Public Relations Specialist discussed ways to interact and deal with the media.

Judy mentioned that the new Laminator would accept 5-mil film as well as 3 mil which is what we are currently using. The 5 mil is approximately 65% more expensive. She would like to see us increase the charge to \$2.00 per foot for the 5mil. The 3mil would remain at \$1.00 per foot. Howard made a motion to this effect. Barbara D. seconded. Motion carried.

**Director's Report:** Presented by Kathryn Ames. A Special Needs Grant has been approved for the installation of "push button" doors so they will open automatically when button is pushed.

The Family Literacy Grant proposal previously submitted was approved. This grant will extend Athens' very successful Family Place program to Madison, Oconee, Oglethorpe, and Franklin Counties. This program includes a series of parent-child workshops that focus on child development such as nutrition. The grant will provide a permanent collection of parenting

materials for each library plus educational toys for the children.

The budget reduction woes continue. The 5% budget reduction that has already been imposed for 2003 will be retained in 2004. See pink sheet for detailed information. Our number one need is for 'materials'. Kathryn suggested that we all write our legislators and let them know that our budget has already been cut 25% and ask that it be restored. She also stated that we are fortunate in that we have \$4935.70 (see green sheet) in the gift account. We may want to target some of that to offset the shortfall. If possible, we would like to maintain status quo for next year with maybe a small salary increase.

**Oglethorpe Circulation and Bookmobile Report:** Fiscal Year (Jul - Jun) 96 through 2nd qtr (Jul - Dec) 2003. See attached blue sheet. Howard asked about the Bookmobile usage that was continuing to decline. Kathryn stated that although there is a need, the Bookmobile, because of continuing budget cuts, may become a thing of the past. Or possibly, it may be sent to fewer locations.

**Other Business:** Catherine said that she had asked the Library staff if they had any issues that they would like presented. Other than pay raises and the time that it took for gift books to be processed and put on the shelf they said that they some patrons had asked about a music library. The following issues were discussed: declining budget, additional staff time required, shelf life and cost of a CD (average 7 uses, about \$15. for a new CD) plus a like amount for cataloging, theft, and new versus used CDs. It was decided to table this issue and let Jan review various options. She will bring back a recommendation at the next meeting.

*Donations, yes  
purchases, no*

We need to advertise and put a notice on the front door regarding the vacancy created by the departure of Wingate. Greg will replace him on the Regional Board. Also, Catherine suggested several options to honor and recognize Wingate for his 13 years of faithful and dedicated service on the Library Board.

Next meeting will be at 4:00 p.m., April 15, 2003.

**Adjournment:** The Board adjourned at 5:20 pm.

*add only copies  
instead of creatin  
new records.  
Michael only  
person to request  
- storage  
- replacement  
- collection to  
build?  
- security  
not an  
issue  
put no money  
into it!*

*I agree w/ suggestion  
would we need to buy  
storage stuff?  
not the ~~cases~~  
Kwik Cases which  
are expensive.*

**Minutes of the  
Oglethorpe County Library Board of Trustees  
April 15, 2003  
4:00 pm**

*approved  
7-15-03*

**Call to Order:** Catherine Drewry

**Present:** Chair Catherine Drewry, Greg Jones, Barbara Cabaniss, Mary Ann Crawford, Betsy Cook, Howard Shapiro, Roger Neesmith, ARLS Director Kathryn Ames, ARLS Liaison Judy Atwood, Branch Manager Jan Burroughs.

**Excused Absence:** Sonja Thompson due resignation of seat effective immediately.

**Absent:** Wingate Downs

**Approval of Minutes of Prior Meeting:** Greg Jones moved that the minutes of January 21, 2003 be approved as presented. 2<sup>nd</sup>: Barbara Cabaniss. Vote unanimous to approve.

Jan Burroughs asked to take minutes of meeting.

**Public Input:** none

**Friends of the Library:** Greg Jones reported that the FOL may need to disperse responsibility of club activities due to Pres. Gwen Lott's return to school in addition to her work and family obligations. Mary Ann Crawford suggested that the club should limit events to 2 or so per year to make the job easier for those who are willing to take on the tasks that Gwen has so beautifully and enthusiastically performed.

**Letter of Resignation:** Catherine Drewry sadly announced that Sonja Thompson has submitted a letter of resignation from the Library Board of Trustees effective immediately.

**Old Business**

**Landscaping:** Landscaping workdays were unsuccessful due to rainy weather. Greg Jones announced that his contributions to the upkeep of the landscaping will be limited due to serious complications he suffered from a tick bite. He cannot risk another exposure. Mary Ann Crawford and Betsy Cook will clear out the front garden.

**Roof & Railing:** Information is included in the Branch Manager's Report.

**Music Collection:** The feasibility of a music collection was discussed. Jan Burroughs' recommendation is that the Oglethorpe Library not put its limited resources into these

materials at this time. The Athens-Clarke County, however, has added a limited CD collection and our patrons have access to it. Their collection is limited to Classical, Jazz and Folk until it is determined whether circulation of CDs is a worthwhile venture.

**Board Vacancies:** In addition to the seat vacated by Wingate Down's expired term, the Board must also recommend someone to fill Sonja Thompson's unexpired term. Trustee applications were presented. Catherine Drewry requested that after board members have had a chance to review the applications, they e-mail ([drewrys@hm-e.net](mailto:drewrys@hm-e.net)) or phone (743-3592) her by next Tuesday (4/11/2003) evening with their votes.

**Budget Issues:** Kathryn Ames reported that the Board of Education funds have been received. There is money remaining in the "travel" and "microfilm" account from FY2003. The new budget FY04 will begin in July, 2003. Mrs. Ames said that the board should be thinking about what it wants to do in the future concerning the budget. Do we want to add money to the book budget? She reported that the state budget has some money for PINES but nothing else. Catherine Drewry spoke of having a "blank worksheet" with which to work.

- The budget must have enough money to cover postage for PINES requests.
- The cleaning budget should be raised
- 3% to 4% increase for hourly workers.

Mary Ann Crawford volunteers to talk to the Board of Education at the May 6 meeting concerning the library's assistance to school age children: VRP, Family Place, Supplement teachers' classroom collections, etc. Greg Jones will talk to the Board of Commissioners concerning the budget.

### New Business

**Branch Manager's Report:** see attachment.

**Director's Report:** Kathryn Ames reported that Bell South was discovered over charging the State of Georgia for T-1 lines by \$1,000,000.00. The ARLS' share of this money will be distributed as follows: \$2900 for Travel; \$1500 for Postage; \$14,500 for Materials (at .085 / capita, \$1045 will go to Oglethorpe County.)

E-mail opened and/or written on a library computer is subject to the Patriot & Open Records Acts.

### Other Business

**\$20,000.00 Grant:** Judy Atwood reported that Oglethorpe, Madison, Oconee and Franklin County Libraries have received a \$20,000.00 grant to fund "Family Place" Oglethorpe County's session will begin in September, 2003. Shannon Bergie has been hired as Family Place Coordinator for the region. The child development specialists participating in the program will be volunteers.

**Computer Malfunctions and Help Desk Response Time:** Lexington is still operating with Cyber Patrol as the filter. Switching to the new state provided SmartFilter is expected to alleviate many of our computer problems and issues. The Computer Operations Team is scheduled to visit next week to make the switch.

An improved method of reporting computer problems is being investigated by Computer Operations, Branch Managers and ARLS Administration. The result should be a more efficient use of Computer Operations personnel and speedier response time.

Kathryn Ames suggests that the Board may want to budget more of our Regional dollars to hire a computer person to visit the branches that do not have an in-house computer expert.

**Needs Assessment Survey:** According to a recent needs assessment survey, "supervision of staff" is a primary concern across the region. Judy is making every effort to provide information for Branch Managers help with this issue.

**Appreciation of Former Board Members:** Because Wingate is not present, the presentation of his book will be made at the Regional Board meeting.

**Meeting Adjourned.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Janet A. Burroughs".

Janet A. Burroughs, Branch Manager & Acting Secretary.

**Minutes of the  
Oglethorpe County Library Board of Trustees  
July 15, 2003  
4:00**

*approved  
10-21-03*

**Call to Order:** Catherine Drewry

**Present:** Howard Shapiro, Jodi Higgins, Barbara Davenport, Tim Andrews, Greg Jones, Roger Neesmith, Nancy Meyer, Catherine Drewry, Mary Ann Crawford, Betsy Cook

**Absent:** Barbara Cabaniss

Welcome to Jodi Higgins and Tim Andrews

Motion by Greg Jones to elect a new secretary, 2<sup>nd</sup> by Howard. Nancy Meyer was unanimously elected as the new secretary.

**Approval of Minutes of Prior Meeting:**

Amendments: Nancy Meyer and Barbara Davenport were absent from the last meeting. Motion to accept minutes made by Howard Shapiro, 2<sup>nd</sup> by Roger Neesmith.

**Public Input:**

None

**Friends of the Library:**

Greg Jones told about the digital camera that was bought for the library by FOL. He said the Friends had a book sale scheduled for Oct. 13-21. He would need help unloading books and with set up. There was discussion about what to do with the books that were left over. Donations may be made to the senior center, Madison county's book sale or Community Christmas.

**Old Business**

Rail: The community service worker came and told Jan what she needed to get and said he would be back to paint later. Jan bought what was needed but he has yet to return to paint.

Budget: The budget for FY04 was based on the actual budget for 2003. There was a 5% increase in wages for employees. The Commissioners approved the new budget. There was discussion about the copier and having the carpet cleaned after the summer program is over.

FOL said the \$61.24 needs to be cleared out of the account since there is a new way to disperse money is in place. Jan said she might use the money for the end of the year summer reading party.



### New Business

Director's report: Kathryn Ames talked about the Internet Protection Act and the fact that is now a legal act. We must now filter some or all of the computers to protect children from pornography. ARL has joined the Ga. Filtering program SMARTFILTER. We voted to filter anonymizers and translators, criminal skills, extreme/obscene/violence and sex from all computers and cults/occult, dating, hate speech and mature topics from the children's computers. Kathryn asked that building additions and renovations for the FY05 be looked at and that we look for some local matches also.

Branch Manager's report: Jan reported on circulation and the financial report. She reported on the Bell South Rebate of \$2000 and that she bought an information kiosk and 8 rocking computer chairs with the money. Jan asked for one more staff position, Kathryn asked her to come up with a job description for next years budget. Because the local schools are starting on a delayed schedule due to construction there was discussion about money for extra activities for some special activities to fill in time. There was a motion to give \$250 from the gift account by Howard and 2<sup>nd</sup> by Mary Ann Crawford for this purpose. Judy Atwood talked about the Family Place Parent-Child Workshop and that Shannon will bring toys to the conference room for 1 to 3 year old children

Motion to adjourn by Roger Neesmith 2<sup>nd</sup> by Howard Shapiro.

Respectfully submitted,

Nancy D. Meyer  
Secretary



Minutes of the  
Oglethorpe County Library Board of Trustees  
October 21, 2003  
4:00

*approved  
1-20-04*

**Call to Order:** Catherine Drewry called the meeting to order.

**Present:** Catherine Drewry, Howard Shapiro, Greg Jones, Barbara Davenport, Judy Attwood, Betsey Cook, Tim Andrews, Barbara Cabiness, Nancy Meyer

**Absent:** Jodi Higgins, Mary Ann Crawford, Katherine Ammes, and Roger NeeSmith

**Approval of Minutes of Prior Meeting:** No amendments were made, motion to accept made by Greg Jones 2<sup>nd</sup> by Howard Shapiro

**Public Input:** none

**Friends of the Library:** The book sale was very successful, well over \$1200 in 4 days. Greg thanked everyone for all of the help. He would also like FOL to be more active.

**Old Business**

The railing has been sanded, primed and 1 coat of paint. Jan will be calling to see when it will be completed. At typing time it has been completed and looks very nice. The circulation desk needed fixing, maintenance fixed it. Robert Johnson is checking on the A/C unit to see what needs to be done to make it work more effectively.

**Budget**

The BOE should be making their payment soon and cities will make theirs at the beginning of the year.

Computer software and supplies were way over budget...printer cartridges were charged and the thinking is that maybe they should be listed under supplies. Judy will get a detailed print out and will send to Catherine and Jan.

The state is cutting 2 ½ % of the regional budget, salaries cannot be cut but it must be included in the cuts (this may need clarifying). Oglethorpe must make up \$3369 from other areas.

There was discussion about how we are paid for shipping between libraries.

**New Business**

**Branch manager's report:**

The automatic counter is working well.

The extra activities in Endless summer worked well.

In September Family Place was very successful, there were 8 families with 10 children involved. They came every Monday for 5 weeks and were shown how to interact more effectively with their children. Everyone would like to see this program happen again.

**Adult programming:**

Computer programming led by Emma went well in July and August.

Knitting, DNR, GED and financial planning meetings were also held.

Amy Aetao had an exhibit from her trip to Peru where she went for an Autism conference.

Liz Freeman is a new employee; still on the lookout for 1 more full time worker.

Jan thought the coaches' training was very helpful to new employees.

Catherine talked about the cataloging system changing from \$12 to \$5 and from 2 months to 3 days for new acquisitions, not for donated books.

**Director's report:**

Judy spoke about the 2-½ % reductions; Oglethorpe has \$714 less in the materials budget.

Discussion was had about how public meetings were posted. It was decided we need to come up with some guidelines: amount of space to be used, nothing obscene, use 11x17 paper and have a time limit on how long it stays up.

**Oglethorpe County Library Strategic Plan:**

It's time to renew and Kathy wants to start the process early December. Jan will get a copy of the last plan to everyone. Greg Jones, Howard Shapiro and Tim Andrews volunteered to serve on the committee.

There's an anticipated 5% cut next year in the budget and a possible 3% later. Lobby the local people and let them know how important the library is in poor economic times.

**Other Business:**

Regional board is up for renewal: We will reappoint Howard Shapiro and Greg Jones and elect someone to replace Catherine on the local and regional board.

Officers are elected annually; we need a nominating committee to come up with a slate for recommendations to be voted on in April.

No other business. Motion to adjourn Howard 2<sup>nd</sup> Barbara Davenport.

Respectfully submitted,

*Nancy Meyer*

Nancy D. Meyer, Secretary